

**AGIC Conference 2008  
Planning/Action Items**

**Dates TBD**

Task:	Assigned to:	Jan	Feb	March	April	May	June	June	July	Aug	Sept	Conf
GENERAL COORDINATION	Shea											
Organize Conference Committee (CC)	Shea	due										
Schedule Committee meetings	Shea	due										
Setup & monitor budget	Seth	Ongoing										
Establish fees (vendor, attendee, breaks, meals) and define sponsorship guidelines	Working Group		due									
Theme (Title, Tracks)			due									
Conf Planner			due									
WEBSITE	Tim											
Get website up					due							
Update website data		Ongoing										
AGENDA	Jami											
Draft agenda times	Working Group	due										
AGIC Board Meeting agenda				due								
Executive Summit					due							
Make agenda session assignments									due			
Awards								due				
Finalize agenda	Working Group								due			
Evaluation meeting (Post conference)												due
MATERIALS & MAILOUTS	Shea											
Review/update mailing list			due									
Develop 1st announcement				due								
Print 1st announcement				due								
Mail 1st announcement				due								
Email 1st announcement					due							
Email student announcement					due							

Make a 1 page announcement for emails and user groups					due							
Develop 2nd announcement					due							
Print 2nd announcement						due						
Fold and label 2nd ann						due						
Mail 2nd announcement						due						
Marketing - Notify websites and other media					due							
<b>HOTEL &amp; EXHIBIT</b>	<b>Seth</b>											
Coordinate with hotel	Seth & Shea	Ongoing										
Hotel re vendor coordination	Seth & Shea	Ongoing										
Hotel re room setup (AV)	Seth	Ongoing										
Meal Estimates	Seth					due						
Expo Company procurement	Shea					due						
Deal with Expo Company	Shea	Ongoing										
Exhibitor list to Expo Company	Shea						due					
Exhibitor list to Expo Company for signs	Shea									due		
Get list of who vendors are sending	Shea									due		
Get people count to hotel	Shea									due		
<b>VENDOR PARTICIPATION</b>	<b>Shea</b>											
Brainstorm Vendors			due									
Create/update mailing list			due									
Develop vendor packet and put on website					due							
Create Vendor Postcard					due							
Mail vendor announcement					due							
Vendor coordination		Ongoing										
Food Sponsorship		Ongoing										
Mapping of Vendor Locations		Ongoing										
Signage for the social, luncheon and breaks										due		
Raffle Donations												due
<b>REGISTRATION</b>	<b>Tim</b>											
Set up registration database					due							
Accept registrations		Ongoing										

Registration materials					due							
Assign registration time slots	Group								due			
Verify Registrations are Paid									due			
Conference registration coordination	Paulett											due
<b>SPEAKER COORDINATION</b>	<b>Jami</b>											
Get speakers and topics								due				
Arrange general AV equipment								due				
Notify students in research track if they have been accepted or not								due				
Collect speaker abstracts/bios								due				
ID speaker AV needs								due				
Arrange special speaker AV equipment								due				
Assign rooms (and followup with Seth)								due				
Need workshops online so we can let people to register								due				
Assign moderators									due			
Assign room monitors/AV people from committee or those we know									due			
Create/Print Room Signs									due			
Create/Print Certificates									due			
Speaker followup		Ongoing										
Keynote speaker	WG				due							
Gifts for speakers							due					
Computer Lab	Steve									due		
<b>POSTER GALLERY</b>	<b>Santiago</b>											
Announce Call for Posters				due								
Identify Criteria for contest						due						
Determine awards/prizes						due						
Follow up with entrants		Ongoing										
Purchase awards							due					
Coordinate poster display racks									due			

Social Events	Vivian												
Wed Night Event				due									
1 Lunch Event						due							
Raffle						due							
Other							due						
ATTENDEE PACKET	Santiago												
Gifts for attendees						due							
Design Program Cover Page						due							
Welcome letter								due					
At-a-Glance schedules								due					
Hotel map								due					
Raffle Card								due					
Survey form								due					
Abstracts/summaries								due					
Presenter bios								due					
Other notices								due					
Print (& bind) program								due					
Assemble program									due				
Stuff folders and bags	WG									due			
Print name badges									due				
Order name tags (clips not pens)								due					
Order ribbons for name badges								due					
Put together name badges										due			
GENERAL	Shea												
Transport materials to hotel													due
Set up for conference at hotel	WG												due
Tear down at hotel	WG												due
Banner							due						
Job Board							due						
Scholarship Announcement					due								





[illegible]

